

2.33.180 – Formal contract procedure - Inviting bids

- A. Newspaper. Notice inviting bids shall be published once in at least one newspaper of general circulation in the city and at least fourteen days preceding the last day set for the receipt of proposals. The newspaper notice required in this section shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.
- B. Bidder's List. The manager shall also solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a bidder's list which is made up of prequalified prospective suppliers. The prequalification process generally requires the prospective suppliers to furnish the purchasing department with annual financial reports, credit and product references, corporate history (where applicable) and production and delivery capabilities. The bidder's list shall be maintained by the manager, who shall send each bidder such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidder's list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- C. Website. Notice inviting bids shall be published on the City's website for the fourteen-day period immediately preceding the last day set for receipt of bids. The notice required in this section shall include a general description of the articles and/or services to be purchased or sold, shall state where the blanks and specifications may be secured, the time and place of any pre-bid conferences or meetings, and the time and place for opening bids.

(2013-M-21 : § 6; 1979-M-37 : § 9(1))